

Villa Ragusa

Outside Catering Information

Villa Ragusa

Outside Catering Information

Outside catering is not permitted in the month of December.

In the following pages you will find essential information that will assist you in beginning the process of planning your event. If there are any questions regarding the subsequent information please feel free to contact our banquet facility office.

Here is a summary of our policies and regulations:

A room rental fee is applied according to the room requested and the number of guests attending. Each room has a required minimum number of guests that must be met to book the room. *A non-refundable deposit of \$2,000 is required to book and secure the room.* This deposit will be applied to the final bill. Room rental is subject to California state sales tax.

All fees are subject to a service charge and California state sales tax (California State Board of Equalization No. 1603). All labor and services are subject to California state sales tax.

Outside catering fee: A \$7.50 plus sales tax and service charge per person fee for using an outside caterer will be applied. There will be an additional \$5.00 plus tax and service charge per person fee for the following: set-up of banquet, china, glass and flatware. In the event Villa Ragusa's china and flatware are being used, a dishwasher will be on staff. A dishwashing fee of \$150 plus tax is applied per 200 guests.

All beverages must be purchased from Villa Ragusa and a Bar Package is required. Villa Ragusa will provide all of the barware unless otherwise provided by the client. If Villa Ragusa barware is being used, a minimum of one dishwasher at \$150 plus tax per dishwasher is required to wash the glasses and replenish the bar as needed. Catering staff is responsible for clearing the barware from the banquet room and unloading the glasses in the dishwasher area.

Villa Ragusa requires all outside catering events to have an onsite manager. A fee of \$150.00 plus tax will be applied as a Villa Ragusa supervisor fee.

In the event of damaged or missing property from Villa Ragusa, the client will be held responsible for any associated fees.

The caterer being used must be pre-approved prior to the event by the banquet office and must possess a valid business license and current health certificate.

A walkthrough with the caterer regarding our rules and regulations will be required one month prior to the event.

The caterer and staffing agency are both required to sign individual contracts acknowledging they have read and understand the rules and policies of the venue. A professional staffing agency is required if the caterer is not providing the staff. Servers will be required to be at the facility at least an hour before the event starts and an hour after the event ends. Servers are required to clear all garbage, china, glassware, silverware and napkins from the banquet room and kitchen before departure.

Payment of all estimated costs is due 10 days prior to the event.

All decorations must be pre-approved prior to the event and must adhere to the City of Campbell Fire Codes. Nothing may be taped or tacked onto the walls without prior authorization. No tape on the marble floors. Neither glitter nor confetti is allowed.

Set-up may begin 1-2 hours prior to the event and must be scheduled with the banquet office. Breakdown is 1 hour immediately following the contracted end time and all items brought in by the client must be removed. A \$150 overtime charge will be applied for every 15 minutes thereafter. Caterers and hired staff are responsible for cleanup of the venue. Staffing must stay to the end of the event to insure the venue is clean to venue standards.

Guests shall indemnify and hold Villa Ragusa harmless from any and all claims, suits, damages, losses and expenses on account of injury to any party in connection with the event or resulting from damage or destruction of any property by guests or any attendees of the event on the premises. Villa Ragusa is not responsible for any items left behind.

Outside Catering Minimums

The East Gallery – 150 guests

The Campbell Gallery – 100 guests

The West Gallery – 100 guests

The East Gallery Combination – 350 guests

The West Gallery Combination – 250 guests

The Grand Gallery – 450 guests

Room Rental Rates

The East Gallery accommodates 220 guests

The West Gallery accommodates 160 guests

The East Gallery Combination accommodates 450 guests

The West Gallery Combination accommodates 350 guests

The Grand Gallery accommodates 600 guests

All room rentals are based on a 5 hour period of time.

Additional Hours at \$500.00++ per Hour and \$250.00++per Half hour.

Monday-Thursday Daytime 8:00am-3:00pm

The West Gallery \$1,100.00

The East Gallery \$1,250.00

The East Gallery Combination \$1,750.00

The West Gallery Combination \$1,550.00

The Grand Gallery \$2,750.00

Monday-Thursday Evening 5:00pm-11:00pm

The East Gallery \$1,600.00

The West Gallery \$1,400.00

The East Gallery Combination \$2,300.00

The West Gallery Combination \$1,800.00

The Grand Gallery \$3,200.00

Friday Daytime 8:00am-3:00pm

The East Gallery \$1,500.00

The West Gallery \$1,300.00

The East Gallery Combination \$1,900.00

The West Gallery Combination \$1,700.00

The Grand Gallery \$2,900.00

Continued

Friday Evening 5:00pm-12:00am

The East Gallery \$2,350.00

The West Gallery \$1,850.00

The East Gallery Combination \$3,450.00

The West Gallery Combination \$2,850.00

The Grand Gallery \$4,150.00

Saturday & Sunday Daytime 10:00am-2:00pm

The East Gallery \$2,300.00

The West Gallery \$1,800.00

The East Gallery Combination \$3,300.00

The West Gallery Combination \$2,800.00

The Grand Gallery \$3,900.00

Saturday Evening 5:00pm-12:00am

The East Gallery \$2,950.00

The West Gallery \$2,250.00

The East Gallery Combination \$4,050.00

The West Gallery Combination \$3,550.00

The Grand Gallery \$5,150.00

Sunday Evening 4:00pm-11:00pm

The East Gallery \$2,650.00

The West Gallery \$2,000.00

The East Gallery Combination \$3,800.00

The West Gallery Combination \$3,200.00

The Grand Gallery \$4,800.00

All room rental rates are subject to California sales tax

BAR PACKAGES

THE SIMPLE:

Soft Drinks & Juice: \$6.50++

For 5 hours event time

THE ESSENTIAL:

Soft Drinks, Juice & Cash Bar: \$5.50++

For 5 hours of event time

THE USUAL:

Soft Drinks, Juice, Tap Beer, & Cash Bar: \$16.00++

For 5 hours of event time

THE TRADITIONAL:

Soft Drinks, Juice, Tap Beer, House Wine & Cash Bar: \$18.00++

For 5 hours of event time

THE PRICELESS:

Soft Drinks, Juice, Tap Beer, House Wine, Well Brands & Cash Bar: \$24.00++

For 5 hours event time

THE FINEST:

Soft Drinks, Juice, Draft Beer, House Wine, Well Brands & Premium Brands Liquors: \$28.00++

For 5 hours of event time

THE FULL PACKAGE:

Soft Drinks, Juice, Bottled Beer, Draft Beer, Champagne, House Wine, Premium Wine,

Well & Premium Brands Liquors: \$33.00++

Continued...

HOSTED OR CASH BAR	CREDIT CARD
Soft Drinks:	\$3.00* \$3.25+
Juice:	\$3.00* \$3.25+
House Wine:	\$6.00* \$6.50+
Tap Beer:	\$5.00* \$5.50+
Bottled Beer:	\$6.00* \$6.50+
Well Brands:	\$7.00* \$7.50+
Premium Wine:	\$9.00* \$9.50+
Premium Brands:	\$10.00* \$10.75+
Salmon Creek Champagne:	\$7.00* \$7.50+
Bottle Salmon Creek Wine:	\$27.00* \$28.25+
Bottle Salmon Creek Champagne:	\$28.00* \$29.25+
Bottle of Premium Wine	\$38.00* \$39.75+

*Does not include gratuity, set-up, clean-up, staffing & sales tax
 ++22% Service charge and sales tax applies to all food and beverage

Beverages and prices subject to change without notice

Continued...

ADDITIONAL BAR INFORMATION

Additional items may be added to the Traditional, Priceless & Finest Packages:

Bottled Beer \$2.00++ per guest

Champagne \$1.00++ per guest

Premium Wine \$3.00++ per guest

A cash bar service only requires a \$150.00 plus tax per bartender charge for 5 hours. An additional charge of \$30.00 plus tax per hour per bartender applies after 5 hours.

When bringing in your own Wine or Champagne a Corkage fee of \$12.00++ per 750ml bottle & \$24.00++ per 1.5ml bottle will apply.

Add on Hot Coffee and Tea Station to Any Package @ \$3.95++per guest

A minimum of \$5.50++ per guest "Essential" bar package is required for all evening booking

MISCELLANEOUS RENTALS:

Note: Delivery Fee of \$65.00 or more may apply on some rental items.

DÉCOR RENTALS:

Mirror & 3 Votive Candles \$4.75++ea

Table Stands & Numbers \$1.50++ea

Chair Covers with Sashes \$4.50++ea

Chiavari Chairs \$6.50++ea

Chiavari Chairs \$5.50++ea

Limited to Mahogany, Silver and Gold

Chiavari Chairs \$3.75++ea

Limited availability - Mahogany max 350 @ this price

Uplights \$25.00++ea

Pipe & Drape \$850.00++

Limited to White price per wall

TABLES & MISC.

Tall Cocktail Tables \$12.00++

72" Tables*Seats 12ppl* \$17.00++

Chargers in Silver or Gold \$2.25++ea

Rod Iron Easels \$15.00++ea

Sweet Heart Chair Rental \$200.00++ea

Head Table Single Chair \$95.00++ea

White Column 48" \$25.00++ea

STANDARD LINENS & CHINA

108" - 120" Rounds Poly Linens \$12.00++ea

132" Rounds Poly linens \$15.00++ea

8ft or 6ft Poly Linens \$15.00++ea

Poly Napkins \$1.00++ea

China, Glassware, Silverware rental \$5.00++pp

Dishwasher fee applies

Coffee or Tea Cambro "black" \$25.00++ea

UPGRADED OVERLAYS & LINENS

Polyester Overlay \$8.50++ea

Iridescent Crush Linens \$28.50++ea

Striped, Demask & matte or poly Satin

Overlay or Linens \$16.50-26.50++ea

Sequin Linens \$65.00++ea

ENTERTAINMENT & DESSERT

10ft Projector Screens \$100.00++ea

2000 Lumen Projectors \$350.00++ea

Wired Mic & Podium \$75.00++ea

Wireless Mic & Stand \$125.00++ea

4 Channel Mixer with Adapter \$ 90.00++

2 Speaker Sound System with Mixer \$220.00++

3 Hours Photo Booth Service \$850.00++ea

5 Hours DJ & MC Services \$850.00 - 1,100.00++

Wedding cake \$5.00++per person

Cake cutting fee not included

DAY OF COORDINATION

Villa Ragusa is excited to offer the "Day of Coordination"

Let us help create special memories for you and your friends and family. Our event team will help take care of the following to ensure your day is one you will never forget.

VENDOR ARRIVAL

The Villa Ragusa event team will contact all vendors prior to your wedding to schedule setup and breakdown times. We will greet them upon arrival and assist with any questions or concerns the day of.

CEREMONY REHEARSAL

Our team will be there to conduct the rehearsal at a convenient time for all.

CEREMONY DAY

We will help direct guests upon arrival and assist the ushers if need be. We will coordinate with the DJ regarding music and conduct the grand entrance of attendants and bride.

PRE-RECEPTION SET UP

We will set up all favors, place cards, guest book, toasting goblets, photos, etc.-day of event. Also, we will arrange for secure storage prior to the event.

RECEPTION

We will create and execute the timeline with DJ/Band. Will work closely with all vendors throughout the evening to guarantee vendors and guest will be taken care of. We will make all appropriate decisions to ensure your special day is seamless.

CONSULTATION AND COORDINATION FEE: \$950.00

Villa Ragusa's Preferred Vendor List

Bakeries

*Cake Expressions by Cero 408.295.2253 cakeexpressions.com
Sugar Butter Flour 408.732.8597 sugarbutterflour.com
Not Just Cheesecake's 408.395.6091 www.notjustcheesecakes.com

Outside Caterer

PSRT Catering 800.798.8388 www.psrt.com
A Catered Affair 408.727.6480 info@acateredaffair.com
Silver Spoon 408.739.4965 silverspoonindia@yahoo.com
Michi 408.964.8555 michi@michilife.com
Bloom Catering 408-210-5946 bloomcateringusa.com

Espresso Bar:

Tico's Coffee Roasters 408.256.1004 www.ticoroasters.com
mariana.faerron@ticoroasters.com

Florists

*Citti's floral 408.371.7000 christophercitti@cittisflorist.com
*Rosies and Posies 408-378-4046 rosiesandposies.com
*Blooming Bouquet 408.292.8311 bloomingbouquet.com
Bloomster's 408.268.5518 bloomsters.com
Flowers by Edgar 408.836.1605 edgar@flowersbyedgar.com
Asiel Design 408.280.7078 www.asieldesign.com

Chair Covers/Draping/Chairs

Elegant Chair Décor 408-239-6634 info@elegantchairdecor.com
Cover Ups 925.757.6439 coverupsrentals.com
A Party Place 408.871.0752 www.apartyplace.com
DEKKO88 Inspired Furniture 844.335.5688 info@dekko88.com

Casino & Games

Pair a Dice Casino Parties 408.988.3423 info@pairadicecasino.com
Video Amusement, Inc 650.871.5852 www.videoamusement.com
Darryl Scotti Events, Inc 408-298-3001 donna@thegreatevent.com & 4SCasinoParty.com

Decorations

Balloonatics 408.866.8206 balloonaticsevents.com
AMB Design 408.942.0852 ambdesigns.com
Dynamic Sound & Lighting 800.791.9890 WWW.DYNAMICSOUNDANDLIGHTING.COM

Music

*Kimbrough Salas 650.962.8810 salasmusic@sbcglobal.net
*Gatsby Entertainment 415.497.3989 Max@Gatsbyentgroup.com
THATsoundCA 408.203.2044 soundcloud.com/that-sound-ca
DJ Aaron Dalugdug 408.649.6536 ImageSource Entertainment
Sound in Motion 408.354.4050 simdjs.com

Joel Nelson Productions 408.446.5000 joelnelson.com
Elite Entertainment 408.733.8833 vp@emusic.com

Photographers

Brandon Busa 408.891.5642 brandon@photographybybusa.com
Jill Johnson 408.402.3709 jilljohnsonweddings.com
Brian MacStay Photography 925.348.8856 <http://www.brianmacstay.com/>
Karen Tamaki 408.370.2212 loebimages.com
Michael James 408.483.1722 MICHAEL@MICHAELJAMESPHOTOSTUDIO.COM
Harry Who Photography 408.209.5133 harry@harrywhophotography.com
Choco Studio Photography 650.906.0445 www.chocostudio.com

Videographers

Infinity Video Productions 408.720.0281 infinityproductions.com
Custom Video Connection 408.267.3012 cvc-video.com
A Video Reflection-David 408.836.9440 www.avrfilms.com
Video Madness 408.441.1619 videomadness.com

Photo Booth

*Photo Works 800.990.8445 photoworksinteractive.com
Tapsnap 408.966.0723 www.tapsnapthemes.com

Hotels

The Courtyard by Marriot 408.626.9590 www.marriot.com/sjccc
Larkspur Landing 408.364.1514 larkspurhotels.com
Town Place Suite 408.370.4510 marriot.com/hotels
Double Tree by Hilton 408.559.4300 Christine.fortune@Hilton.com

Staffing

Alex Hopkins 408.348.5013 www.stellarservice.net / alex@stellarservice.net

Invitations

Marizette's Invitation 408.834.7884 www.marizette.com

Hair & Makeup

Beauty by Cherise 408.710.2985 hairbycherise@gmail.com
Shirrell Beauty 408.641.1730 shirrellbeauty@gmail.com
Lainys Makeup 408.537.3160 makeupbymarlania@gmail.com

Security

American Scientific 408.425.8172 rpalermo@asiagency.us
Investigation Agency 650.600.1204

Valet, Shuttle & Limo Services

Corinthian Parking 888.708.4376 www.corinthianparking.com
ENC Valet 916.993.6796 www.enчваlet.com